

REQUEST FOR APPROVAL OF
RECORDS RETENTION SCHEDULE

STD. 72 (REV. 3-84)

Submit three copies with three copies of
the Records Retention Schedule, STD. 73.

| | | |
|--|----------------|---------------|
| DEPARTMENT, BOARD OR COMMISSION | | BILLING CODE |
| Department of Health Services | | 85465 |
| DIVISION, BUREAU OR OTHER UNIT | | |
| Administration - Facilities Management Section <i>17.5 days</i> | | |
| ADDRESS | | |
| 2551 Berkeley Way, Berkeley, CA 94704 | | |
| SCHEDULE NUMBER | PAGE NUMBER(S) | SCHEDULE DATE |
| 176 | 2 | 2/88 |
| IF THIS IS A REVISION OF AN EXISTING SCHEDULE (including addition or deletion of pages), enter the following information from the EXISTING schedule: | | |
| SCHEDULE NUMBER | PAGE NUMBER(S) | SCHEDULE DATE |
| <i>new</i> | | |
| APPROVAL NUMBER | APPROVAL DATE | |
| | | |

PART I—AGENCY STATEMENTS

As the person directly responsible for maintenance of the records listed on the attached schedule, I certify that I have reviewed the need for the records and that each retention period is necessary and correct as scheduled.

| | | |
|---|---------------|------------------------|
| SIGNATURE—PERSON DIRECTLY RESPONSIBLE FOR THE RECORDS <i>Shirley DeBorja</i> | TITLE ABMA | DATE <i>2/23/89</i> |
|---|---------------|------------------------|

In accordance with Government Code 14755, approval of the attached Records Retention Schedule by the Department of General Services is hereby requested. Retention periods have been established by this agency after a careful evaluation of all the factors listed in Section 1667 of the State Administration Manual.

I hereby certify that I am authorized to act for the head of this agency in matters pertaining to the retention and disposal of records. (Per Section 1611 of the State Administrative Manual.)

| | | | |
|--|---------------------------|---------------------|--|
| SIGNATURE—RECORDS MANAGEMENT COORDINATOR <i>Patricia L. Morrison</i> | | | |
| TITLE Chief, Records Management & Admin. Support | DATE March 1, 1989 | TELEPHONE 5-1405 | |
| PART II—DEPARTMENT OF GENERAL SERVICES APPROVAL (Per Government Code Section 14755) | | | |
| The Department of General Services has no jurisdiction over entries made in Column 14 of STD. Form 73. Our approval covers Columns 1-13 and 15 only. | | | |
| SIGNATURE <i>Randy Owyang</i> | APPROVAL NUMBER 89-078 | | |
| TITLE <i>Statewide Records Mgt. Officer</i> | DATE <i>5-4-89</i> | | |
| PART III—ARCHIVAL SELECTION (Per Government Code Section 14755) | | | |

THE ATTACHED RECORDS RETENTION SCHEDULE:

☒ Contains no material subject to further review by the California State Archives.

☐ Contains material subject to archival review. Items stamped "Hold/Notify Archives" may not be destroyed without clearance by the Secretary of State. (State Administrative Manual Section 1614)

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|---|---------------------|
| SIGNATURE—CHIEF OF ARCHIVES <i>John F. Burns</i> | DATE JUN 01 1989 |
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RECORDS RETENTION SCHEDULE

STD. 73 (REV. 5-85)

See instructions on reverse
and in SAM 1600

| | | | | |
|---|--|-----------|---|----------------------|
| DEPARTMENT (1) Health Services | | GS# 85465 | SCHEDULE NUMBER (2) 176 | DATE (3) 2/9/89 |
| ORGANIZATIONAL UNIT Facilities Management Section-Berkeley | | | PAGE 1 | OF PAGES (4) 2 |
| ADDRESS (number, street, city) 2151 Berkeley Way Berkeley | | | DEPARTMENT OF GENERAL SERVICES APPROVAL NUMBER (5) | |

| ITEM NUMBER (6) | CUBIC FEET (7) | CALIFORNIA STATE ARCHIVES USE ONLY (8) | TITLE AND DESCRIPTION OF RECORDS (Triple-space between items) (9) | Media (10) | Vital (11) | RETENTION | | | | PRA (Exempt) & IPA (16) | REMARKS (17) |
|-----------------------|----------------------|--|---|---------------|---------------|----------------|---------------|-------------|---------------|-------------------------------------|-----------------|
| | | | | | | OFFICE (12) | DEPT. (13) | SRC (14) | TOTAL (15) | | |
| | | | <p><u>MISSION STATEMENT</u></p> <p>The Facilities Management Section in Berkeley is responsible for building management and plant operations functions at all department-owned buildings. More specifically this involves management of service and public works contracts, project development and management, building maintenance and repairs, and purchasing related to building maintenance.</p> <p>This facility is located at 2151 Berkeley Way and houses the departments Division of Laboratories.</p> | | | | | | | | |

[illegible]